



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

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Fifth District

July 29, 2004

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

A handwritten signature in black ink, which appears to read "Thomas L. Garthwaite", is written over the printed name and title of the sender.

SUBJECT: **EMPLOYEE IDENTIFICATION BADGES**

On May 18, 2004, the Board instructed the Chief Administrative Officer and the Director of Personnel, in consultation with County Counsel and affected Department Heads, to report back to the Board in 30 days regarding the findings, recommendations and actions taken for employee identification improvements needed countywide.

This is to provide you with an update of the actions taken to improve the management of Department of Health Services' (DHS) employee identification badges. Attached is a memorandum that was issued to all DHS Managers regarding policy revisions relative to employee identification badges effective July 1, 2004.

Some of the major changes that have been implemented include the following:

1. Identification badges are to be color coded and will be reissued biannually.
2. In the event that an identification badge is lost or stolen, the individual must provide a signed affidavit and police report to the local Human Resources Office along with the replacement cost prior to the issuance of another badge.
3. The replacement fee for lost or stolen identification badges will increase in cost for subsequent replacements.
4. When an individual terminates County service and fails to return his/her identification badge, the payment of accrued benefits will be withheld unless a police report and affidavit are submitted.

Each Supervisor
July 29, 2004
Page 2

5. The local Human Resources Office will report to the Office of Security Management all identification badges that are lost, stolen, or have not been returned.

The identification badges presently held by all DHS and contract employees will be traded in for new ones with an anticipated completion date of December 31, 2004.

If you have any questions or need additional information, please let me know.

TLG/mq
405:012

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
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August 1, 2004

TO: Jonathan Fielding, M.D.
Hospital Administrators

FROM: *Kate Edmundson*
Kate Edmundson, Acting Director
DHS Human Resources

SUBJECT: DHS IDENTIFICATION BADGE POLICY

This is to notify you that Department of Health Services Policy #940 – Identification Badges – has been revised (attached) effective July 1, 2004 and is to be implemented immediately. In addition, new identification badges will be reissued to all DHS employees. Attached is a timeline to accomplish this action.

As indicated in this Policy, the Department is taking very seriously the issuance, usage, and return of these badges.

If you have any questions, please contact Susan Montenegro at (323) 890-7903, or Arthur Allen at (323) 890-7904.

KE:a
(DHSBADGEPOLICY)

Attachment

c: Fred Leaf
George Kolle
Susan Montenegro
Janet Walters

Chuck Canales
Miguel Ortiz-Marroquin
Kitty Scates
H.R. Liaisons

Judy Hardy
Helen Medina
John F. Schunhoff
Susan Moser

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**

SUBJECT: IDENTIFICATION BADGES

POLICY NO. 940

- PURPOSE:** To assure proper identification for all personnel working in Department of Health Services facilities/programs. Personnel is defined as employees, duly authorized contractors, students, agency personnel, and volunteers, whether they are permanent, temporary, or part-time.
- POLICY:** Local Human Resources offices shall control the issuance and the return of official identification badges to all personnel. It is the responsibility of personnel issued identification badges to wear them in a prominently displayed position at all times while on County premises.
- Identification badges are to be reissued biennially (every two years) and color coded for easy identification. The color coding can not be repeated within any six (6) year cycle as determined by the department.
- All identification badges shall contain the County Seal or graphic and designate the Department the employee is employed by. The badge shall contain at least the following identifier information:
- a) recent photograph of the individual (within last five years);
 - b) full name of the individual, their employee number or agency number, and Department title or agency title.
 - c) signature of the individual and the appointing authority;
 - d) indication of the individual's birth date.
- Badges shall be approximately 3½ inches wide by 2½ inches high. Badges must be laminated securely, both front and back.
- Personnel failing to display identification badges shall identify themselves upon request to any employee.

IDENTIFICATION BADGE REPLACEMENT PROCEDURES

- It is the individual's responsibility to report any lost or stolen identification badge within five business days to the law enforcement agency having jurisdiction where the loss or theft occurred.
- Each individual will be required to pay for the replacement cost of his/her identification badge if it is not returned, lost, damaged, or destroyed due to personal negligence.
- Each individual must sign an affidavit attesting to the fact that the identification badge was lost or stolen.
- Therefore, prior to the issuance of a duplicate identification badge, the individual must sign an affidavit and provide the local Human Resources Office with a copy of the police report along with the replacement cost of the identification badge.

EFFECTIVE DATE: May 19, 2004,

SUPERSEDES: January 3, 2002

APPROVED:



**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**

SUBJECT: IDENTIFICATION BADGES

POLICY NO. 940

A copy of the affidavit along with the copy of the police report will be filed in the individual's official personnel/agency file.

The replacement fee for lost or stolen identification badges is as follows;

First identification badge replacement:	\$25.00
Second identification badge replacement:	\$50.00
All subsequent identification badge replacement:	\$100.00

The loss or theft of the identification badge shall be reported by the local DHS Office of Human Resources to the Office of Security Management via a Security Incident Report within 24 hours of notification of the lost or stolen identification badge.

Under no circumstances can these procedures be waived.

TRANSFERS TO OTHER COUNTY DEPARTMENTS

When an individual transfers to another facility or leaves the department, it is his/her responsibility to return his/her badge to his/her supervisor. If the badge is not returned, Human Resources staff will not process the transfer documents until such time as the identification badge is returned or a copy of the police report along with an affidavit is submitted.

If the identification badge has been lost or stolen, it shall be reported by the Office of Human Resources to the Office of Security Management via a Security Incident Report within 24 hours.

TERMINATIONS

When an individual terminates County service, it is his/her responsibility to return his/her badge to his/her supervisor. If the badge is not returned, the individual must submit a copy of the police report along with the affidavit. If an employee does not submit either the badge or the copy of the police report and affidavit, the payment of his/her accrued benefits will be withheld up to three months.

If an employee states that he/she has the identification badge, but refuses to return it, the payment of his/her accrued benefits will not be issued till such time as the identification badge is returned.

Additionally, it will be the responsibility of the local DHS Office of Human Resources to report the non return of the identification card to the Office of Security Management via a Security Incident Report, within 24 hours of being notified the identification badge has not been returned.

NON-COMPLIANCE

EFFECTIVE DATE: May 19, 2004

SUPERSEDES: January 3, 2002

APPROVED:



DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: IDENTIFICATION BADGES

POLICY NO. 940

Failure to comply with the provisions of this policy will result in disciplinary action in accordance with the Employee Evaluation and Discipline Guidelines.

AUTHORITY: County Code Section 5.64.180
County Code Section 5.64.190
County Code Section 5.64.330
County Code Section 5.64.340
County Code Section 6.24.040

ACKNOWLEDGMENT

By my signing where indicated below, I acknowledge that I have received and reviewed a copy of the Department of Health Services Identification Badge policy.

Name (Print):	Employee Number:	Date:
Signature	Job Title:	
Supervisor's Name (Print)	Supervisor's Signature:	Date:

id~po8.wpd

Distribution:

Employees:

Original: Employee Official Personnel Folder
Copy: Employee

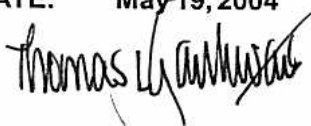
Other Personnel

Original: Agency personnel folder
Copy: Individual

EFFECTIVE DATE: May 19, 2004

SUPERSEDES: January 3, 2002

APPROVED:



COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES

IDENTIFICATION BADGE ACTION PLAN

	ACTION	START DATE	COMPLETION DATE
1.)	Purchase New Identification badges	June 15, 2004	July 31, 2004
2.)	Human Resources reprint all identification badges of current employees	August 1, 2004	September 30, 2004
3.)	Require employees to pick-up new identification badge, turn in old identification badge and sign new identification badge policy throughout the Department	August 1, 2004	December 31, 2004
4.)	Re-issue new identification badges to all Contract employees. Require all contractors to turn in old Identification badges	August 15, 2004	December 31, 2004
5.)	Conduct a feasibility study on the use of magnetic sweep cards for employee entry to the facilities.	June 15, 2004	November 15, 2004

SH:a
06/10/04
(BADGEACTIONPLAN)